



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

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July 2010

Subject: Fiscal Year 2009/2010 Form CalRecycle 303a and 303b Reporting

The Department of Resources Recycling and Recovery (CalRecycle) requires each jurisdiction in California to annually report the collection, recycling, and disposal of household hazardous waste (HHW) through locally-administered programs covering the period from July 1 through June 30. Based on your jurisdiction's HHW collection activity, you are required to complete either the Form CalRecycle 303a or 303b and the separate CalRecycle HHW Program Survey (optional) and return it to the Department of Toxic Substances Control (DTSC) before October 1, 2010.

The Lead Agency Form CalRecycle 303a must be completed by all public agencies that completed a "permit-by-rule" application which allowed the agency to conduct or operate a permitted HHW program during the past fiscal year commencing July 1, 2009 and ending June 30, 2010. However, if your agency did not have a HHW collection program during the previous fiscal year, or if your agency participated in a HHW collection program that was led by another agency, you will complete the Non-Lead Agency Form CalRecycle 303b to satisfy the regulatory requirements.

NOTE: "Section C" of the Non-Lead Agency Form CalRecycle 303b is available for agencies that have collected universal waste (u-waste), including batteries and/or fluorescent lamps, outside their jurisdiction's Lead agency HHW collection program (i.e., this collection would NOT be reported by another agency), or that have data on community/private battery and/or lamp collection activities. Note that a permit is not required for the operation of a recycle-only (u-waste) collection program.

The fiscal year 2009/2010 Form CalRecycle 303a, Form CalRecycle 303b, and voluntary survey are now available to download on the CalRecycle website at <http://www.calrecycle.ca.gov/HomeHazWaste/Reporting/>. Also available is the "Guide to Complete Forms CalRecycle 303a and 303b." If you have any questions regarding completion of the form or survey, or if you require a hardcopy to be sent to you, please contact Betsy Vail of DTSC at (916) 323-3513.

Please refer to the bullets listed below for key points on completing this year's Lead Agency Form CalRecycle 303a:

- The fiscal year 2009/2010 Form CalRecycle 303a and Form CalRecycle 303b have a separate category for mercury thermostats. Please indicate if your jurisdiction is using the



Thermostat Recycling Corporation's (TRC) program to handle mercury thermostats by checking the box labeled "TRC."

- Report waste volume totals in pounds for each collection program you had (see example in Section F). Be careful that quantities reported under various program types are not also counted under "Permanent Facility." A chart with common conversion factors can be found in the "Guide to Complete Forms CalRecycle 303a and 303b."
- Include the collection of used oil that you consider part of your HHW program. **Do not include** used oil collected at certified oil centers and oil collected through curbside oil collection programs that will be reported as part of a jurisdiction's used oil Block Grant.
- Report all waste volumes collected and their method of management in pounds, rounding off to the nearest whole pound. Please make sure that total pounds disposed or diverted equal total pounds you report as collected.
- In Section B, do not enter a contractor as the reporting source or the contact person. The contact person **must** be the reporting agency's **HHW program manager or person responsible for submitting the Form CalRecycle 303a**. The reporting Lead agency is the agency that completed the "permit by rule" application which allows the agency to operate the HHW activities and events. Contractor (those who operate the HHW program for the public agency) information may be entered separately, as appropriate.
- If applicable, identify all non-lead participants represented by your reporting jurisdiction or agency. Non-lead participants can be individual cities, counties (specify whether "countywide" or "unincorporated"), other agencies, etc. Use additional paper if necessary.
- Identify all permanent facilities within your program service area. Use additional paper if necessary.
- In Section D, identify all program types with the corresponding EPA ID numbers. Use additional paper if necessary.

Survey

Completion of the HHW Program Survey will help CalRecycle staff compile HHW program cost and other information of program interest. While completing the survey is voluntary, the survey has become more important than ever in obtaining program information, including the costs to demonstrate local programs' ever increasing fiscal obligations and needs. The data is used for activities such as the development of CalRecycle programs and activities and responding to potential legislation that could affect every jurisdiction in California.

By **October 1, 2010**, you must provide the completed Form CalRecycle 303a or 303b and survey via email to Form303@dtsc.ca.gov or by mail to DTSC at the address indicated below:

DTSC

HHW Program-Form 303
P.O. Box 806
Sacramento, CA 95812-0806

Please SAVE the document as an excel file with your Lead agency name (i.e., SacramentoForm303.xls) before emailing it to DTSC. In all cases, keep a copy for your records.

If you have any questions regarding the forms or survey, please contact Betsy Vail of DTSC at bvail@dtsc.ca.gov or at (916) 323-3513.

Sincerely,

Brenda Smyth
Division Chief,
Statewide Technical and Analytical Resources Division